



**COLLECTIONS MANAGER
FINANCE DEPARTMENT**

The City of San Antonio Finance Department is recruiting for a Collections Manager who reports to the Tax Assessor Administrator and is responsible for performing administrative and supervisory work planning, organizing, directing, and coordinating the activities of the Collections Section within the Finance Department. This position exercises direct supervision professional and administrative staff.

Essential job functions include, but are not limited to, the following: Oversees and directs the day-to-day workflow distribution among staff and timely processing of collections and cashing functions. Develops, reviews and maintains collection policies and procedures. Monitors for effectiveness, provides guidance and ensures compliance with department policies, procedures and service level agreements. Verifies customer receipt information and documentation to include reviewing for mathematical accuracy and correct general ledger coding in order to account for and deposit. Manages external collection activities and contracts for past due accounts. Monitors property tax collected by Bexar County and determines amounts remaining to be collected. Assists in the review and development of studies for proposed new annexations. Assists in evaluation of proposed tax statements and historic property tax exemptions. Determines impact over approved period and monitors over the life of exemption period. Acts as a resource to and liaison between City Departments within COSA as well as external contacts. Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established COSA policies, procedures, and guidelines. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of Ad Valorem property tax billing and collection procedures, knowledge of the property tax code, property tax laws, statutes, and regulations, knowledge of lien processing procedures in accordance with established laws and regulations, knowledge of automated collections or point-of-sale systems preferably in SAP or EPF packages, and knowledge of principles and procedures related to collections. In addition, candidate must have the ability to interpret and analyze complex financial problems, documents and reports, ability to prepare official financial statements, analyses, and reports, ability to communicate clearly and effectively, both verbally and in writing and the ability to establish and maintain effective working relationships with City staff and the general public. This position requires that the successful candidate possess: a Bachelor's Degree from an accredited college or university with major coursework in Business Administration with a concentration in Finance, Accounting, or related field; five years increasingly responsible experience in accounting, tax administration or related field including three years of supervisory or lead work experience; and, a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas, and working knowledge of applicable federal, state and local laws and regulations. **All job offers are COSA satisfactory results from pre-employment drug testing, and reference, background, and criminal verification.**

Salary is dependent on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filled. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Renee Meyers, Human Resources Generalist, P.O. Box 939866, San Antonio, TX 78203. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Finance Department located at 500 Delaware, City Hall Annex, downtown San Antonio, or e-mailed to hrsa@cityofsa.com.

For additional information, contact Renee Meyers at (210) 207-6197.